

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Subject: Relocation Assistance Counter Offer - [Your Name]

Dear [Hiring Manager Name],

Thank you for offering me the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to the company's success.

I have reviewed the details of the offer letter, including the proposed relocation package of [Current Offered Amount/Benefits]. After researching the costs associated with moving from [Current City] to [New City], I would like to request a revision to the relocation assistance.

Based on quotes I have received for professional packing, transportation of household goods, and temporary housing for [Number] days, the estimated cost of this transition is approximately [Total Estimated Cost]. Therefore, I would like to propose a relocation stipend of [Requested Amount] or, alternatively, [Specific Request, e.g., direct reimbursement for moving company fees].

I am eager to finalize the details of my employment and begin my role on [Start Date]. I believe this adjustment will allow for a smooth transition, ensuring I can focus entirely on my new responsibilities from day one.

Thank you for your time and for considering this request. I look forward to hearing from you.

Sincerely,

[Your Name]